



Three Rivers Public Library District Channahon & Minooka IL Board Meeting Minutes January 10, 2018

Call to order: The meeting was called to order at 6:00 p.m. by President Pro-Tem Swick and a quorum was established. Trustees present were: Chesson, Doyle, McEvelly-Reed, McSteen (6:18 pm), Petersen and Swick. Absent: Ferguson. Also present: Director Offerman, Assistant Director Griggs and Recording Secretary Esposito.

Public Comments: None

Review and Approval of minutes: The November Board Meeting & November Special Board Meeting minutes were approved as presented.

Treasurer's Report: Treasurer Chesson reviewed the November and December financials. Trustee Chesson moved, seconded by McEvelly-Reed to approve the November 2017 expenses in the amount of \$52,872.23. Ayes: Chesson, Doyle, McEvelly-Reed, Petersen and Swick. Absent: Ferguson and McSteen. Trustee Chesson moved, seconded by McEvelly-Reed to approve the December 2017 expenses in the amount of \$81,402.56. Ayes: Chesson, Doyle, McEvelly-Reed, Petersen and Swick. Absent: Ferguson and McSteen.

Staff Reports: Director Offerman and Assistant Director Griggs submitted written and presented oral reports. Director Offerman informed the board she is investigating the possibility of staying open on Sunday in the summer per the request from Trustee McEvelly-Reed. A comprehensive analysis will be presented at the February Board meeting. Our accountant will be submitting a new contract next month requesting a \$50 per month increase. Director Offerman has checked with other libraries and the new rate is compatible with the amount of work our accountant provides. Assistant Director Griggs informed the board that our new website will be up soon and it will include pictures of each Trustee. If Trustees want a new picture taken for the website, they should either submit one they have or Assistant Director Griggs offered to take one.

Committee Reports:

- a. Building & Grounds – Nothing to report. Chair Chesson has suggested monthly Building & Grounds meetings starting February 14th at 5:30 p.m.

Old and New Business:

- a. Strategic Planning – A managers' retreat was held in December and architect, Rick McCarthy was at the meeting to discuss upcoming plans.
- b. Logo – Director Offerman spoke to Studio GC about incorporating a new logo into our Strategic Planning. While Studio GC does not provide logo design services, they have discussed holding a logo design contest for their staff and may consider our library for the contest.
- c. Personnel Policy - Trustee Doyle moved, seconded by Petersen to approve the changes as amended to the Personnel Policy effective 1/10/18. Ayes: Chesson, Doyle, McEvelly-Reed, McSteen, Petersen and Swick. Absent: Ferguson.
- d. Resolution 2018-RES1 – Resolution Adopting Personnel Policy Prohibiting Harassment, Discrimination and Retaliation – Trustee Petersen moved, seconded by Doyle to

approve Resolution 2018-RES1 – Resolution Adopting Personnel Policy Prohibiting Harassment, Discrimination and Retaliation. Ayes: Chesson, Doyle, McEvelly-Reed, McSteen, Petersen and Swick. Absent: Ferguson.

- e. Director Evaluation – The director evaluations were handed out to each trustee to complete and mail to Secretary Doyle by February 1st.
- f. Annual Holiday Dinner – Trustee Petersen discussed the possibility of trustees not attending the holiday dinner. The holiday dinner began years ago as a small group, trustees and staff, however, the library staff has increased significantly. The Trustees were in agreement to allow the annual holiday dinner to be attended by staff and a guest only.
- g. ILA Trustee Forum – Trustees are to let Director Offerman if they are interested in attending the ILA Trustee Forum.

Adjournment: Trustee Swick moved, seconded by Chesson to adjourn the meeting at 6:34 p.m. wishing everyone a Happy New Year and MLK Jr. Day. Motion carried by a voice vote with 6 ayes.

Respectfully submitted,

Jennifer Doyle, Secretary
Board of Library Trustees
Three Rivers Public Library District